



OPEN MEETING

**MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
GARDEN VILLA RECREATION ROOM SUBCOMMITTEE**

**Wednesday, July 5, 2023 – 1:30 PM
Laguna Woods Village Board Room
24351 El Toro Road
Laguna Woods, CA 92637**

DIRECTORS PRESENTS: Mark Laws – Chair, Donna Rane-Szostak, S.K. Park

DIRECTORS ABSENT: None

ADVISERS PRESENT: Stuart Hack, Lynn Jarrett, Lorna Seung

ADVISERS ABSENT: None

STAFF PRESENT: Adam Feliz – Staff Officer, Ian Barnette – Maintenance and Construction Assistant Director, Chontelle Crite – Maintenance Operations Coordinator, Czarina Niveló – Senior Operations Specialist

1. Call to Order

Chair Mark Laws called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of Meeting Agenda

A motion was made by Chair Laws, and duly seconded, to approve the agenda.

A request was made to add Agenda Item #10 Carpet. Director Park asked to discuss ceiling re-painting. Chair Laws referred the matter to the Maintenance and Construction Committee

By consensus, the motion passed with the updated agenda.

3. Approval of Meeting Report for March 3, 2023

Chair Laws motioned to approve the March 3, 2023 meeting report. Adviser Stuart Hack seconded the motion.

By consensus, the motion carried.

4. Chair Remarks

None.

5. Member Comments (Items Not on the Agenda)

None.

Items for Discussion

6. Garden Villa Recreation Room Budget and Expenditures Summary

Staff Officer Adam Feliz presented the proposed renovations and expenditures summary. Members expressed a need to establish an inspection procedure for the building captains and staff to evaluate collaboratively whether a component replacement is necessary. Discussion ensued.

Maintenance and Construction Assistant Director Ian Barnette entered the meeting via Zoom at 1:45 p.m.

Assistant Director Barnette confirmed that building captains should communicate renovation needs with the subcommittee. Staff Officer Feliz reiterated that it is standard procedure to meet with building captains to verify the needed components.

7. Epoxy Flooring, Heat Pump, and Water Heater Expenditure Summary

Staff Officer Feliz presented the summary and noted that these components are from Third Mutual funds and are not Garden Villa Recreation Room expenditures. Questions from the subcommittee were addressed and noted by staff.

Director Park expressed concern about the noise and efficiency of the heat pumps. Staff Officer Feliz referred the matter to the Maintenance and Construction Committee. Chair Laws suggested, and Director Park agreed, to review a recently installed heat pump to verify if the noise of a newer model is still an issue.

8. 2023 Garden Villa Recreation Room Component Replacement Schedule

Staff Officer Feliz reviewed and explained the proposed component replacement schedule. Questions from the subcommittee were addressed and noted by staff.

Staff confirmed that restroom countertop resurfacing is pending as they await bids from potential vendors.

Adviser Hack suggested a default replacement schedule for the building captains to review and adjust in partnership with Maintenance Operations staff.

Chair Laws requested to combine Agenda Items Six and Eight in future agendas.

9. Component Replacement Lifespan Schedule

Staff Officer Feliz reviewed the component replacement lifespan schedule. Questions and requests from the subcommittee were addressed and noted by staff.

Per the subcommittee's requests, Staff committed to correcting the numerical errors in the original lifespan schedule. Staff will also create a projected cost 10-year lifespan schedule, with an assumed cost of living increase. Both items will be presented to the subcommittee within the next month and reviewed at the next scheduled meeting.

Adviser Hack suggested discussion should be had about the lifespan of each component relative to actual usage per building. Discussion ensued. The subcommittee concurred that building captain involvement is necessary to implement an effective replacement schedule.

10. Carpet

Staff Officer Feliz presented and explained the possible carpet square replacements available from an outside service. Questions from the subcommittee were addressed and noted by staff.

Discussion ensued among the subcommittee regarding the need to acquire carpet squares to stockpile for future replacements and the selection of potential carpet square colors. Staff agreed to consider historical use and determine the percentage of carpet needed to be purchased and stored going forward for each color: staff was requested to include this figure when presenting the contract to the full board for consideration.

Per Staff Officer Feliz's suggestion, the subcommittee approved selecting carpet colors today while proceeding with the original schedule to complete the work by the end of the year. Staff will determine costs with the vendor and present findings at the next meeting.

Maintenance Operations Coordinator Chontelle Crite presented six carpet samples. The subcommittee chose three designs in blue/gray (Awakening, Scoop, and Stimulus) for each building's selection.

Items for Future Agendas

- Review the corrected Component Replacement Lifespan Schedule
- Review the Recreation Room Component Replacement List and Budget
- Review Recreation Room Carpet Replacement costs and stockpiling plan
- Review procedure for Staff inspections in collaboration with building captains

Concluding Business

Subcommittee Member Comments

Adviser Lynn Jarrett noted that the ceilings of some Rec Rooms can use updated painting; it was suggested that this be raised to the Maintenance and Construction Committee.

Adviser Jarrett acknowledged and shared appreciation for new and current staff members. All subcommittee members seconded the sentiment.

Staff Member Comments

None.

Date of Next Meeting

Wednesday, November 1, 2023, at 1:30 p.m.

Adjournment

The meeting was adjourned at 2:38 p.m.

Mark W. Laws
Mark W. Laws (Jul 12, 2023 11:20 PDT)

Mark W. Laws, Chair

Mark Laws, Chair
Adam Feliz, Staff Officer
Telephone: 597-4614

Third Laguna Hills Mutual Garden Villa Recreation Room Subcommittee Meeting Minutes of 7.5.23

Final Audit Report

2023-07-12

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